



# Illinois Department of Transportation

## Memorandum

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To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: May 4, 2015

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Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement May 5, 2015 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Monday, May 18, 2015**. Applicants will not be accepted after that time and date.

**NOTE: A copy of each applicant's ACTIVE Illinois Professional Engineer License MUST accompany application for this position.**

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Halie Zulauf or Denise Hamilton at 217/782-5594.

CE V

Regional Field Engineer – Region 1  
Bureau of Design & Environment  
Highways  
Springfield

Attachments  
40275

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Monday, May 18, 2015, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

**NOTE: A copy of each applicant's ACTIVE Illinois Professional Engineer License MUST accompany application for this position.**



**Illinois Department  
of Transportation**

An Equal Opportunity Employer

## Position Summary Sheet

**Classification:** Civil Engineer V

**Salary Range:** \$6,315 - \$10,210

**Position Title:** Regional Field Engineer – Region 1

**Union Position:** ☒ Yes ☐ No

**Position Number:** PW115-23-50-308-31-02

**IPR#:** 40275

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### Office/Central Bureau/District/Work Address:

Division of Highways/Bureau of Design & Environment/2300 S. Dirksen Parkway, Springfield, IL

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### Description Of Duties:

This position is responsible for planning and directing the operation required for giving design approval and obtaining approval of all design deviations for all highway projects on the State system of highways within Region 1 of the state. This position is also responsible for reviewing the Annual and Multi-Year Programs for the Division of Highways to ensure the proper design and funding are being utilized.

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### Special Qualifications:

#### *The following criteria is required:*

- Current Illinois Professional Engineer license
- Valid Illinois driver's license
- Extensive districtwide travel

#### *The following criteria is desired:*

- Nine years of experience in civil engineering of which at least five years should be in the specific area of highway engineering, three years of which should have been supervising engineering functions
- Extensive knowledge of modern methods and techniques as applied to the design, construction and maintenance of public works
- Ability to direct the work of other engineers while maintaining cooperative relationships with departmental staff
- Ability to supervise the preparation of complete engineering plans and specifications
- Strong oral and/or written communication skills

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### Shift/Remarks:

8:00 am - 4:30 pm / Monday - Friday

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	9/10/14	<b>POSITION:</b>	Regional Field Engineer - Region 1
<b>APPROVED BY:</b>	<u>John Baranzelli</u>	<b>OFFICE/DIVISION:</b>	Highways - Bureau of Design and Environment
<b>CODE:</b>	PW115-23-50-308-31-02	<b>REPORTS TO:</b>	Chief of Project Development

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**Position Purpose:**

This position is responsible for planning and directing the operation required for giving design approval and obtaining approval of all design deviations for all highway projects on the State system of highways within Region 1 of the state. This position is also responsible for reviewing the Annual and Multi-Year Programs for the Division of Highways to assure the proper design and funding are being utilized.

**Dimensions:**

Project Reports Reviewed:	150 Annually
Projects Dollar Value:	State share of multi year program
Subordinate Personnel:	Two

**Nature and Scope:**

This position reports to the Chief of Project Development as do two other Regional Field Engineers, three Project Evaluation and Liaison Engineers, and a Project Monitoring Technician. Reporting to this position are two Area Field Engineers.

This position operates in an environment of project studies which consist of corridor, design and combined studies that are required for most federally funded and state financed projects on the state highway system. The incumbent is accountable for ensuring that public involvement and an interdisciplinary approach have been utilized in the development of project studies and that all requirements of federal oversight relating to corridor and design approval have been met before granting approval of these projects. Noncompliance with oversight requirements could result in the loss of federal funds. This position is accountable for resolving special problems relating to complicated and high priority projects.

Typical problems for the incumbent include organizing the Regional Staff's activities and coordinating project studies to be completed within the Districts in the Region in order to meet project deadlines. The greatest challenge of this position is to provide technical and administrative direction that will result in effective transportation solutions while protecting the natural, social, and economic environment and ensuring a reasonable balance between the two concerns without jeopardizing the safety of the motorist using the roadway.

This position is personally responsible for determining project priorities for the Area Field Engineers in accomplishing all Regional projects. The incumbent monitors work progress, provides solutions to unique problems, and coordinates the resolution of special location problems with the Districts within the Region. This position is personally responsible for ensuring that requirements for federal oversight pertaining to corridor and design approval have been satisfied. These requirements included but are not limited to, environmental coordination, public involvement, and compliance with federal 3R guidelines (restoration, resurfacing, or rehabilitation) of existing highway and state standards and policies.

The incumbent accomplishes his/her accountabilities through two Area Field Engineers, who obtain design approval for all highway improvements, ensure that federal and state requirements are met, and provide District assistance in the development of design reports prepared for highway projects.



The incumbent has wide latitude in solving problems within the Region's area of responsibility. The incumbent will refer only the most complex and sensitive problems to the Unit Chief with recommendations for resolution. The incumbent is responsible for directing and developing staff and makes recommendations regarding promotions, salary increases, and conducts performance evaluations. This position is constrained by all Departmental policies, state, and federal regulations and guidelines.

The incumbent's most significant contacts internally include the Directors of the Division of Highways, Offices of Planning and Programming and the Chief Counsel's office. The incumbent also has frequent contacts with Deputy Directors of the Division of Highways, all Central Division Bureau Chiefs, all District Engineers within the Region, and all District Bureau Chiefs of Program Development. Externally, the incumbent has frequent contact with the Deputy Administrator of the Federal Highway Administration, FHWA District Engineers, news media, and the general public. This position requires extensive district wide travel.

The effectiveness of this position is measured by the incumbent's ability to direct and coordinate the development of project studies that result in effective engineering solutions while protecting the natural, social, and economic environment that allows the Annual and Multi-Year Program to be accomplished in a timely fashion.

**Principal Accountabilities:**

1. Plans and directs the coordination, review and approval of project studies within Region 1 of the state system.
2. Ensures that all requirements of federal oversight relating to corridor and design approval are met.
3. Resolves special technical and managerial problems related to complicated and high priority projects.
4. Ensures public involvement in the development stages of project studies.
5. Obtains approval of all design deviations for projects on the state system.
6. Trains, motivates, and evaluates subordinates to ensure a well developed and competent staff in accomplishing all assignments.
7. Ensure compliance with all safety rules, practices, and policies of the Department.